☆☆☆☆ the mid-atlantic archivist

a publication of the
Mid-Atlantic Regional Archives Conference

Volume 2 Number 4 September 1973

Those members who come to Philadelphia October 12 and 13 will not be disappointed. Mary Elizabeth Ruwell, Peter Silverman, and Bob Devlin, the Local Arrangements Committee, have promised that there will be something for everyone. First of all, the Holiday Inn hotel they have selected is in the old section of Philadelphia, rich in history and places to visit; Old Christ's Church, Old Swedes Church, Independence Hall, Carpenters Hall, the Liberty Bell, Hamilton's Bank, and many others, all within walking distance of the hotel. There will be an excellent walking map of the area included in the local arrangements packet.

Second, there are at least two large and respected archival institutions, also within walking distance: the American Philosophical Society, and the Presbyterian Historical Society, which has just recently moved to a new building. Both these institutions are described in Julie's column.

Third, the Program Committee headed up by Gladys Coghlan, has given the matter much work and promises to be interesting as well as challenging. There are a number of subjects that will be interesting to the general group: matters of administering manuscripts (appraisal, disposition, and retention); physical security, rare books, copyrights, and IRS appraisal.

For those who wish to discuss high level problems, there are a number of coordinated workshops; as, for example, on discussing resource materials in Jewish history, Black history, Women's history, and on those immigrants from Southern and Eastern Europe. There is one on manuscript program development: focus, acquisitions, educational programs, and funding. And there is one on personnel and the workshop situation: recruiting, professional development, and EEOC.

For the first time, we are attempting to help our members understand the problems of that researcher who seems to take up most of our time yet swells our circulation rates: the geneologist. And we will also have a session on architectural problems, held in the new building of the Presbyterian Historical Society.

The Program Committee is providing sessions at three levels of instruction: beginning, advanced, and general. Plans call for providing a number of beginner sessions on arrangement and description of archives and manuscripts, to be repeated for the benefit of those who wish to avail themselves of the other sessions. There will be sessions on vocabulary as well.

All subjects will be geared to the problems of the majority of our members, that is, to the problems of the small institution with a limited budget. Each moderator will be carefully coached before the session to look out for the shy ones, and to carry on the session in the traditional informal MARAC style. Sessions are planned on the same format as Baltimore: four workshops in the morning and four in the afternoon, both Friday and Saturday, with a business meeting Friday evening. There will be two noon lunches, which are included in the overnight hotel price ($27.80 for a single, $21.50 for a double room.)

IN THIS ISSUE

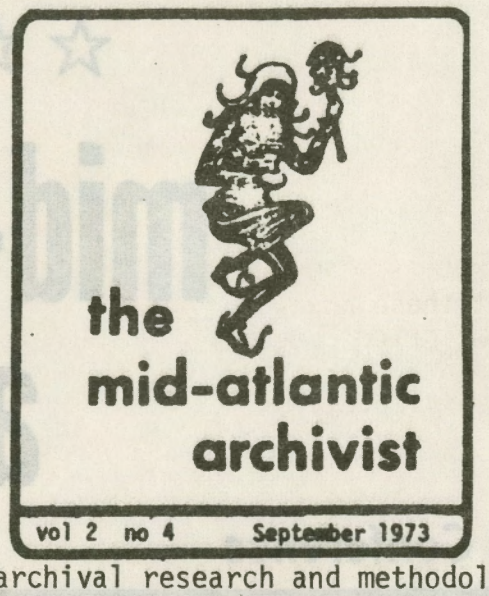
Item	Page
Agenda, Steering Committee mtng	8
Editorial	2
Institutional Spotlight	3
Job Opening	8
Maternity Leave	10
Mid-Atlantic Definitions	4
Retirement: Skordas	9
S-1293	12
Slogan Contest Results	4
Technical Notes	3
Women in Archives	10
Workshop Schedule	5

A new wrinkle: those who wish to see more of Old Philadelphia on Sunday can stay over at the hotel at the special rate of $17.00 single and $11.00 double, on Saturday night.

The William Hollinger Corporation and A. B. Dick and Company, our old standbys, promise to be there to provide morning coffee.

Each time we get better!

The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are $3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for $3.00 per annum. Write: Ms. Nancy Zembala, Treasurer, MARAC, Archives of American Art, Smithsonian Institution, Washington, DC 20560. Newsletter correspondence should be addressed as follows:



Donald F. Harrison (Don)
4529 Eaton Place
Alexandria, VA 22310

Edmund Berkeley Jr, (Ned)
Curator of Manuscripts
UVA Library
Charlottesville, VA 22903

Julie Marsteller
1060 Fifth Avenue
New York, NY 10028

Paul Perkus
71 West 89th Street
Apartment 2B
New York 10024

Abby Levine
Hunt Institute for
Botanical Documentation
Carnegie-Mellon University
Pittsburgh, PA 15213

Bibliography
Freebies and Cheapies
Professional Training
National Archives
Terms and Glossaries
Church Archives
Job Announcements
Technical Notes
Acquisition Notes
State Archives
Historical Committees
Institutional Spotlight
College Archives
Business Archives
Professional Issues
Women in Archives

The Archives Library

Book reviews

NEWSLETTER EDITORIAL BOARD

Elsie Freivogel, Archives of American Art
Mary Boccaccio, University of Maryland

MEETING SITES AND PROGRAMS: Chance or Choice? We Need Long-Range Planning.

Editorial Comment by Don Harrison

Frank Evans suggested at Baltimore that MARAC appoint a committee for long-range planning. We badly need it, as the hit-or-miss history of our meeting sites and programs documents. Hotels and other such organizations that service us often want two to three years prior notice. More important, we ourselves need time to plan the ways in which we might service the archives profession, in the case of each individual meeting. MARAC, as the most respected and influential of the regionals, deserves nothing less than a full opportunity to marshal its professional resources for the common benefit. Only proper organization will encourage the boldness and innovation critical for our success in these next few touchstone years.

To do this, we need to constitute a "planning committee" that would be concerned with selecting and arranging meeting locations and hotels far in advance of the meeting date, and with mapping out broad, general guidance for workshop topics in accordance with an overall and central meeting theme. Furthermore, the committees for programs and local arrangements ought to be merged into a "local committee" which would integrate the individual and institutional resources available to it in the immediate and the intermediate locales, for workshops, tours, and social affairs. Each committee will be concerned with physical arrangements as well as programs--the difference being in the timing.

We need the committee right now. The mid-atlantic archivist recently learned that Dr. Morris Radoff, Maryland State Archivist who will retire January 1, 1975, especially desires to host our group in Annapolis before that date--preferably the fall 1974 meeting. MARAC needs a group to be working out the details with Morris right now, not six months from now. Dr. Radoff has a great deal of experience in these matters, and promises a good show. The Maryland Hall of Records has an excellent in-house training program for teaching all levels of archival professional subjects, particularly at the beginner's level. Radoff has been doing so in conjunction with the American University-Library of Congress-NARS Institute for several years. Moreover, Annapolis hotels, when free of Navy football weekends, are delightful and reasonable.

In the past, we haven't been very lucky. Selection of meeting sites has been a hodge-podge, ad hoc affair left to the Steering Committee Chairman, with the blessing of the rest of the committee. October's selection of Philadelphia for a meeting site only came about after Peter Silverman and Ken Richards made some painful and disappointing discoveries that the Princeton site had no hotels suitable for our needs; Atlantic City, New York, and Newark were far too expensive for our tastes; and at Trenton there was "no room at the inn."

The Charlottesville-Richmond problem is another case in point. The general membership at Baltimore voiced a preference to meet at Richmond next spring. Accordingly, in June, Peter Silverman approached Louis Manarin, the Virginia State Archivist, to host the affair. But such decisions must be routed through Manarin's Board of Directors; they will not meet next until the fall; and besides, Richmond is overcommitted with professional meetings next spring. At the last minute, Ned Berkeley and Mike Plunkett bailed us out

continued on page 12 . . .

The following are all located in Philadelphia and are open to serious scholars daily Monday through Friday from 9 until 5.

The American Philosophical Society was founded by Benjamin Franklin in 1743 and is the oldest learned society in the United States. Membership, which is honorary, is limited to those men and women who have attained eminence in science, letters, or the arts. Most of the founders of the Republic belonged to the Society, 94 members are Nobel laureates, and the first woman was elected in 1789.

The Society gives financial aid to scholars, holds meetings twice a year at which members and others present the results of original inquiry, and publishes scholarly articles, longer studies, and books in its PROCEEDINGS, TRANSACTIONS, and MEMOIRS respectively. The Society's library is a center for research in the history of science, with special emphasis on Franklin's circle, science in America, the American Indians, Darwin and evolution, and modern physics. Some of its greatest treasures include the original journals of the Lewis and Clark expedition, a copy of the Declaration of Independence in Jefferson's hand, and a large collection of Franklin papers.

The library building on Fifth Street in the Independence National Historical Park area has space for more than 300,000 volumes and over four million manuscripts, as well as offices, work rooms, and a meeting room. It contains long runs of American and foreign scientific society periodicals, some going back into the seventeenth century. There is a rich collection of books and pamphlets relating to science and technology in early America and a fine collection of letters, documents, journals, and accounts of both Americans and Europeans in manuscript and on microfilm.

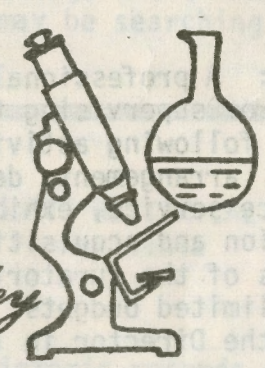
Philosophical Hall contains offices and meeting rooms and many historical treasures of art and science. Visits to it can be arranged by mail or telephone.

The Presbyterian Historical Society, founded in 1852, is the official archives of the United Presbyterian Church in the USA. Its new building at 425 Lombard Street, close to Independence Square, contains a library of over 107,000 published volumes, an estimated 3.4 million arranged archives, and 15,000 official church records. Other Society facilities include a museum, gallery, study rooms, vaults, meeting and reading rooms. In addition to maintaining its important collections, the Society publishes the quarterly JOURNAL OF PRESBYTERIAN HISTORY, and in recent years has inaugurated the Presbyterian Historical Society Publication Series.

The Urban Archives Center of Temple University is one of the few archives in the country exclusively concerned with the activities which form the background of current urban conditions. The Center contains files of organizations, personal records, case records, pamphlets, photographs, maps, and atlases relating to the development of the Philadelphia metropolitan area since the Civil War. Among the subjects represented are housing, planning, social welfare, neighborhoods, the black community, labor, and education. Major organizational holdings include the papers of: the Housing Association of Delaware Valley, Citizens' Council on City Planning, Committee of Seventy, University Settlements, Greater Philadelphia Federation of Settlements, Nationalities Service Center, NAACP, Urban League, ACLU, ADA, and the Philadelphia Teacher's Union.

Technical Notes

by ned berkeley



At our MARAC meetings, we have made a great deal of the Hollinger Corporation's fine products to the point that I wonder if some of our members are aware of other possible filing systems for archives and manuscripts. The standard Hollinger boxes, manufactured in the five inch width to hold letter and legal sized materials, are widely used by manuscripts repositories but these boxes are expensive. For approximately the same price, one may purchase from Hollinger a well-constructed, acid-free cubic foot box. This box has the advantage of coming flat, which makes it much easier to store. (Have you ever tried to find storage space for fifty cartons, each containing twenty empty standard Hollinger boxes?) And, of course, it holds as much as four or five of the standard boxes. Another advantage is that it may be used to hold either letter-size or legal-size materials by turning the box around. A box as large as this is not useful if most of your acquisitions are small. You should certainly consider it, however, if you deal in large archival groups. Other manufacturers make versions of this cubic foot box, but I am not sure if they are acid-free.

An alternative to the vertical filing system used with Hollinger products is the horizontal system which uses products of companies such as Pohlig Brothers in Richmond (who advertise in The American Archivist). These systems generally use what is called a clamshell box. They are slightly larger in one dimension than a Hollinger box; wider documents may be placed in a clamshell. The boxes accept Hollinger or other folders, or folders made of acid-free paper may be used. The lighter-weight folder has advantages: your boxes are lighter and easier to shelve, and not so much interior space is taken up by heavy folders.

An alternative to storage boxes is the standard office filing cabinet. If you have access to surplus depots, or have an office equipment supplier among the membership of your organization, steel filing cabinets may be another useful possibility. Acid-free folders should be used with these cabinets. They have disadvantages in that they are difficult to move, and difficult to secure unless they are equipped with locks to keep the public from "browsing." Servicing collections stored in files is extremely difficult unless the cabinets are in the researcher's area. This Library has had about 125 four-drawer files in use since before World War II. They present many problems but on the whole, they have been extremely useful.

mid-atlantic definitions

NOTE: The mid-atlantic archivist wishes to express its appreciation to Mr. Edwin A. Thompson of the National Archives, formerly of the Manuscripts Division, Library of Congress; and to Ms. Elsie F. Freivogel of the Archives of American Art, formerly the Director of the Manuscripts Division, Washington University Library, St. Louis; for their comments regarding this installment.

Manuscripts: Personal or private institutional documents usually having historical or literary value or significance. Included in the term are bodies or groups of papers with organic unity; artificial collections of documents acquired from various sources usually according to a plan but without regard for provenance; and individual documents acquired by a manuscript repository because of their special significance.

Manuscript Curator: A professionally trained person usually engaged in or supervising the completion of one or more of the following activities for a manuscript repository: arrangement, description, preservation, reference service, exhibition, and publication. Solicitation and acquisition, though often added to the duties of the curatorial staff in small institutions with limited budgets, are a separate responsibility of the Director in large manuscript institutions.

Acquisition: (1) Holdings acquired by gift, purchase, transfer, deposit, or exchange; (2) The activity of acquiring these holdings. Sometimes known as accession.

Arrangement: The process of establishing physical control over manuscript holdings. Usually includes organizing collections into series and groups, foldering, boxing, labeling, and shelving them.

Description: The process of establishing intellectual control over manuscript holdings, through the use of one or more finding aids. Basic description usually includes assignment of a title, e.g., the name of the principal around whom the collection is formed, the record types (letters, correspondence, papers, etc.) and the inclusive dates of the collection; physical attributes, such as form if not original (transcription, photocopies, etc.) and quantity, expressed in items, linear or cubic feet, or reels of microfilm; and the shape and content of the collection, including analysis of the types of papers, subject matter, principal names and places, and function of series. Other information may include the name of the donor and the date of acquisition; existence of other finding aids, published or unpublished; information on access; and information on literary property rights.

Preservation: (1) Providing adequate facilities for the protection, care, and maintenance of manuscripts; (2) specific measures, individual or collective, undertaken for the repair or restoration of damaged or deteriorated manuscripts.

Reference Service: (1) Providing information about manuscripts or manuscript collections, largely through the use of finding aids; (2) making such manuscripts available for use; (3) providing copies or reproductions, both certified or uncertified, of such holdings.

Manuscript Collection: (1) A large group of papers (manuscript or typescript, originals or copies of letters, memoranda, diaries, accounts, logbooks, drafts, etc.) including associated printed or near printed materials), acquired either from a single source or from various sources, formed by or around an individual, a family, a corporate entity, or devoted to a single theme; (2) the term is also used to denote an administrative unit comprised of numerous discrete manuscript collections.

Manuscript Series: A smaller group of papers within a manuscript collection, filed together because of some connection arising out of its creation or use. A series, (not necessarily in serial order), might be a body of papers arranged under a single filing system, or kept together as a unit because it relates to a particular function, or has a particular physical form.

DOES ANYONE HAVE A SLOGAN?

Following a hectic night of haggling by the judges (drawn quill pens at thirty paces), the survivors are pleased to announce the results of the mid-atlantic archivist's slogan contest:

First prize - A copy of Ernst Posner's Archives of the Ancient World goes to Bill Cunliffe for his "Marabou-the Adjutant Stork." The following are his own words of justification: "The 'adjutant' is not only an 'assistant'; but in the Army, as the Adjutant General, he is the keeper of records and correspondence. The stork in many cultures is not only the bringer of life, he is also the symbol of long life." The Stork will be seen in future issues of the mid-atlantic archivist.

Second prize - 1974 free membership in MARAC goes to Father J. Clayton Murray for FORSAN ET HAEC OLIM MEMINISSE JUVABIT (perhaps at some future time it will be helpful to recall even these things.)

Third prize - Another 1974 free membership in MARAC goes to Ed Weldon for "Adhocracy not Bureauocracy.' "

Honorable Mentions - also go to Sam Suratt, Frank Tusa and Bob Devlin for their able contributions.

Complaints about selection should be sent to Don Harrison. Complaints about the slogans should be sent to their respective authors. Complaints about the wording of this article should go to Charlie Gellert. (NOTE: Complaints will only be accepted in invisible ink on self-destructing paper.)

Charlotte Price, MARAC DC representative whose husband died suddenly of a heart attack shortly before the Baltimore meeting, got in touch with us this past summer. She has moved to New England, her original home. Her new address is: 25 Brewster Street, Plymouth, Mass. 02360; tel (617) 746-6391.

FALL 1973 MARAC WORKSHOPS
PHILADELPHIA, OCTOBER 12 and 13

FRIDAY

				Personnel and Workplace Situations	
9:30-10:30	Arrangement - Archives	Arrangement - MS	Handling Non-MS Items (printed)	Recruiting and Selection	Administering Small College Archives
10:45-11:45	Description - Archives	Description - MS	IRS Appraisal	Professional Development	Physical Security: The Records
1:30-2:30	Copyright, Fair Use, and Literary Rights	Problems of Administering a MS Collection	Humidity and Deacidification	Affirmative Action Equal Opportunity	Physical Security: The Plant
2:45-3:45	Selective Vocabulary: Archives and MS	Determining the Research Value of a MS Collection	Special Projects	Professional/ Administrative Relations	What to do before the Architect comes

SATURDAY

			Manuscript Program Development		Special Resource Materials
9:30-10:30	Arrangement - Archives	Arrangement - MS	Focus of Collection	Role of Advisory and Lay Governing Bodies	Black History
10:45-11:45	Description - Archives	Description - MS	Acquisitions	Protection vs. User Service	Women's History
2:00-3:00	Problems of the Small Historical Society	Rare Books	Educational Programs and Publicity	Retention and Disposition of Institutional Records	Jewish History
3:15-4:15	Special Projects	Problems in Administering a MS Collection	Funding	Sources for Genealogical Research	Eastern and Southern European National Groups in America

A printed program will be in your registration packet in Philadelphia, with more detail than shown here. For example, it will indicate the room number, moderator, and the "level" of the session: B Beginner, A Advanced, and G General. There will be a general business meeting Friday evening after dinner, as well as two working business luncheons.

Mid-Atlantic Regional Archives Conference

PROMOTES PROFESSIONAL INFORMATION EXCHANGE AND FELLOWSHIP AMONG MID-LEVEL AND BEGINNING ARCHIVISTS, MANUSCRIPT CURATORS, AND

RECORDS MANAGERS WHO LIVE OR WORK IN THE SEVEN STATES OF NEW YORK, NEW JERSEY PENNSYLVANIA, DELAWARE, MARYLAND, VIRGINIA, AND WEST VIRGINIA, AND IN THE DISTRICT OF COLUMBIA, BY INFORMAL WORKSHOPS TWICE YEARLY AND BY NEWSLETTER FIVE TIMES YEARLY, AN EQUAL EMPLOYMENT OPPORTUNITY PROFESSIONAL ORGANIZATION, $3.00 YP.

Upcoming Meetngs

Philadelphia October 12-13

Charlottesville April 26-27

For more information

Ms Nancy Zembala
Archives of American Art
Smithsonian Institution
Washington DC 20560

JOB OPENING IN NEW YORK ARCHIVIST

Target Date: Immediately
Division: Administration
Department: Logistical Services
Date Listed: August 15, 1973
Salary: $15,000 - $18,000

Job Description: Develop and administer the archives program of the Foundation. This includes the analysis of all Foundation records, as well as the organization, description, and preservation of these records. Assist Foundation staff and external researchers in the understanding and use of archival records. Supervision of Archives and Records Center staff of 5.

Required Qualifications: Master's degree in Library Science, History, or Social Sciences; i.e., Political Science or Economics. Experience must include analysis of archival records, preparation of finding aids and knowledge of preservation techniques, such as microfilming. Ability to communicate effectively with all levels of staff.

Preferred Qualifications: Master's degree in Modern U.S. History with courses in library science or experience in an archival or manuscript repository. Two or more years experience in the analysis and description of modern archival records created by a corporate or governmental organization. One or two years experience in supervising staff of 3-5 persons.

1973 Fall Meeting Program Committee

Gladys Coghlan (Chairwoman)
Craig Newton
Adele Newburger
Don Harrison
Phebe Jacobsen
Frank Evans
Elsie Freivogel
Ron Becker
Bernice Nichols
Bob Nawracki
Vesta Lee Gordon
Mike McMahon

1973 Fall Program
Local Arrangements
Committee

Peter Silverman, Chairman
Mary Elizabeth Ruwell
Robert Devlin

AGENDA FOR MARAC STEERING COMMITTEE, SEPTEMBER 12, 1973

1. Meet in lobby of Holiday Inn-Independence Mall, 4th and Arch Streets, 12:00 noon.

2. Luncheon at 12:30 PM, Holiday Inn.

3. Business meeting at American Philosophical Society.

    1. Treasurer's report
    2. Program Committee--Coghlan
    3. Local Arrangements Committee--Silverman
    4. Nominating Committee--Plunkett
    5. Newsletter--Harrison
    6. Charlottesville conference--Plunkett
    7. Schedule of future conferences: Trenton and Richmond?
    8. Membership directory--Warnow
    9. Questionnaire for membership
    10. MARAC luncheon at St. Louis

---

13 July 1973

Dear Sirs:

I must point out an incorrect citation in your summary of the Baltimore workshops in the recent MARAC newsletter.

In the "Cataloging for Beginners" resume you mention the reference aid entitled The Modern Manuscripts Libraries. The correct authors are Ruth Bordin and Robert Warner, not Warner and Gordon as you ascribe.

I wish I had co-authored the book, which is one of the best in the field, but I didn't.

Sincerely,

(Miss) Vesta Lee Gordon
Assistant Curator for
Technical Services
University of Virginia
Library

---

the mid-atlantic archivist

MARAC MEMBER RETIRES

An era ended at the Maryland Hall of Records with the retirement of Gust Skordas on August 1, 1973. Gust served as Assistant Archivist for over thirty-one years. During that time he and Dr. Morris L. Radoff together created a state archives which serves as a model and inspiration for sister agencies in other states. It is impossible to think of one of these men without also mentioning the other, so closely have they been associated. What the Hall of Records is today is a result of their combined talent, temperament, energy, vision and mistakes.

Gust began his career in the midst of the depression, soon after his graduation from St. John's College in Annapolis. He worked first as a researcher for the Anne Arundel County section of the Maryland Historical Records Survey of the Works Project Administration. In October 1935 when the Hall of Records was first opened, Dr. James A. Robertson, who headed the Maryland Division (WPA) assumed the position as First Archivist of the State of Maryland. A year and a half later, on August 1, 1937, Gust was employed by the Hall of Records and charged with the reception and arrangement of records. It was this job he held when Dr. Radoff became Archivist in June 1939 on the death of Dr. Robertson. Dr. Radoff had served as Regional Director of the WPA. So it was understandable that the records of that organization, an organization gradually being phased out, now found their way into the Hall of Records. They were accompanied also by those records the counties and the Maryland Historical Society were willing to relinquish. Gust was soon supervising six WPA workers to identify, arrange, and index records from the respective Maryland Courts, Adjutant General and Executive Departments. By 1942 Gust had become Assistant Archivist.

In the ensuing years, major programs of the Hall of Records were initiated and continued. The stack area was well arranged, county records were brought into the archives as well as those of the State agencies. A systematic microfilming program was instituted for more current county and city records and the preservation of older records, publications were researched and written and a church records program was begun. Records from the Legislative, the Executive and Correctional branches of the State were deposited under specific agreements with those branches. A program for the repair and preservation of worn documents was started and continues. A Records Management division was established in 1951; it is now so large that it is a separate branch of the archives.

Gust has long been a member of the Society of American Archivists. He has served almost continually on one or another of its Committees. In 1956 he was made a Fellow of the Society.

In recent years Gust has acted as a consultant for archival agencies in other States. He has been advisor to many young and budding historians, he has co-edited and authored numerous publications. Yet with all these duties and assignments, Gust was never so busy that he could not listen or explain or understand or help either the highest State official or the lowest ranking employee.

Gust learned his job by doing it, the same way that most of the early American archivists received their training. They did it all--the finding, the lifting, the cleaning, the sorting--and they did this kind of work for years, at low pay and with little recognition. They made mistakes but they learned. Although these men and women were not schooled in the profession, they helped make the archivist a professional.

Edward Papenfuse, who succeeds Gust Skordas, comes with a Doctorate in History from Johns Hopkins University. He was Co-Director for the Annapolis Project of the National Endowment for Humanities, and for two years has served as Assistant Editor of the American Historical Review. Ed was the choice of Gust and Dr. Radoff. Although by his very age and enthusiasm Ed represents another era, Dr. Radoff is remaining another year to see that things don't change too radically. Gust, meanwhile, may be searching for other archives to conquer.

THE BUCKS COUNTY HISTORICAL SOCIETY
Doylestown, Pennsylvania

Eleven truckloads of historic records of the Bucks County Prothonotary's Office recently were transferred from the Courthouse Annex to the Library of the Bucks County Historical Society, Pine Street, Doylestown, under the provisions of Pennsylvania's County Records Act. The documents, dating from as early as 1686 up to 1947, are important sources for the history of Bucks County, as they record the transactions and decisions of the county Court of Common Pleas through the Colonial Period and the Revolution on into the Twentieth Century.

Terry A. McNealy, Librarian of The Bucks County Historical Society, offered the facilities of the Society's library to house these valuable records. They had been stored in the former Doylestown High School building which was severely damaged by fire last February, and has since been torn down. Fortunately the fire did not reach the area of the building where these records were stored.

McNealy says, "The Common Pleas Court records will be housed in the Society's Archives Department, where they join records of the Bucks County Court of Quarter Sessions, and the Bucks County tax records which were transferred to the Society in recent years."

Among the documents are records of lawsuits for the recovery of debts, judgment notes, partitions of land, mechanics' liens and many others. They date through the county's entire history as a governmental entity beginning with the period when the county seat was at "Crewcorne," a tiny village that stood where Morrisville now is, from 1683 to 1705. The documents also cover the period when the county seat moved to Bristol 1705, then to Newtown in 1726 and to Doylestown in 1813.

According to McNealy, "As the records are inventoried, classified and restored where necessary, they will be made available to the public for historical research."

Terry A. McNealy, Librarian, The Bucks County Historical Society, 215-348-4373. Jane W. Acton, Public Relations for The Bucks County Historical Society, 215-348-8083.

MATERNITY LEAVE POLICIES OF ARCHIVAL INSTITUTIONS

*Edie Hedlin

The rights of pregnant working women have received attention and some support from the federal government in recent years. Amendments to Title VII of the Federal Civil Rights Act, Title 41 and Title 29 of the Code of Federal Regulations, and Executive Order 11246 establish some guidelines by which government agencies and contractors can create maternity leave policies and procedures.

The outline of laws on sex discrimination in employment make provision for the following maternity-related regulations: 1) sick leave must be available for use for reasons of pregnancy and childbirth; 2) a leave of absence for a reasonable period of time must be permitted; 3) women must be reinstated in their same or a similar position without the loss of status or pay; and 4) women are to retain all service credits accrued prior to taking the leave of absence.

While these guarantees offer some protection to working mothers, many aspects of maternity leave are ignored or glossed over in the federal guidelines. For instance, the type of leave to be granted for maternity purposes is not specified. Should it be a leave without pay or should some, if not all, of a woman's salary be continued during her maternity leave? Since sick leave may be used for pregnancy or for illness and incapacitation due to pregnancy, there seems to be a case for creating a special type of paid sick leave to be used for maternity leave. Moreover, the amount of time to be allowed for maternity leave is not defined at all, and a wide variation of time off exists in current personnel policies.

After examining the policies of several major archival institutions, it is clear that the federal guidelines are interpreted differently at different institutions, and on occasion are ignored entirely. Undoubtedly the attitude of individual employers will affect the conditions under which women are allowed time off for pregnancy and childbirth. But among the six institutions surveyed for this article, five made no specific statement regarding reinstatement or the accrual of service credits. Only the South Carolina Department of Archives and History guarantees reinstatement to the same or equal position and allows service credits to be retained. Federal policy allows up to fourteen weeks absence from the job, but makes no specific guarantees either way.

As can be seen, then, there is a wide dichotomy of opinion regarding the responsibility of individual institutions to working, pregnant employees. Women who compete with men in the job market have traditionally been penalized for bearing children, in spite of the fact that they comprise a substantial portion of the labor force. Today over 40% of the work force is female. If women are to advance equally with men, if they are to become 40% of the executive and professional class as well as occupying the lower paying positions they are now locked into, then more flexible attitudes in areas such as maternity leave must be established.

*This article has been adapted from Ms Archivist, a publication of the Women's Caucus of the Society of American Archivists. Ms Hedlin is Institutional Records Specialist at the Ohio Historical Society.

women in archives

by julie marsteller

MS ARCHIVIST (available free from Sara Fuller, 940 Bricker Boulevard, Columbus, Ohio 43221) reported on several issues of importance to women in its summer 1973 number. The International Woman's History Periodical Archive is being offered on microfilm by Bell and Howell of Wooster, Ohio for $550 for over 20 rolls. More than 300 titles are already on film and additional issues are planned. So far institutions as far away as Guam and British Columbia have bought the film.

Another project of the Woman's Historical Research Center (2325 Oak St., Berkeley, CA 94708) is an effort to get women from all over the country to volunteer to staff its library. Specific volunteers needed are: a publicity director, a recruiter of volunteers, a full-time fundraiser, and part-time typists. If you can donate time, money, or supplies, contact Carolyn, Helen, or Laura at the Center.

Linda Grant DePauw is compiling a "people and projects" roster to facilitate the study of women in the era of the American Revolution. It will be concerned with ALL American women of the last half of the eighteenth century. If you know of any manuscript or secondary source material on women, if you have friends who are knowledgeable, or if you would like to work on a woman's aspect of the Bicentennial celebration write to Ms DePauw at the Department of History, George Washington University, Washington, DC 20006.

Michelle Rudy, Coordinator of the ALA Task Force on Women, has asked the help of the SAA Women's Caucus in planning a preconference on the status of women in libraries to be held next summer in New York. In addition to speakers and panel discussions outlining issues in the profession, workshops are tentatively planned on management training, unionization, woman-defined job placement, dress codes, racial and class stereotypes, problems of older women, sexual politics, and lobbying. Although the preconference is directed largely toward librarians in academic situations, Ms Rudy wants ideas from archivists in college and university libraries, particularly with respect to workshop topics and leadership. Contact her at: 403 Waldron Avenue, West Lafayette, Indiana 47906.

The mid-atlantic archivist is saddened by the death of Everett O. Alldredge, scholar, colleague, friend; the old breed. Retired archivist and records manager, a fellow and past president of the Society of American Archivists, and of at least three major records management societies, Ev found time in his retirement to advise us on the newsletter. We'll miss him.

the archives library

by abby levine

The mid-atlantic archivist wishes to announce the debut of our talented newest editor on the staff, Abby Levine. Abby will be in the issues ahead, working on a book review column, with the cooperation of as many readers as we can get. The column is intended to cover both new material in the archival field and less recent material which is still of practical value. For more information, Abby's name and address is in our credits on page 2. Any suggestions for items to be reviewed or offers to review are welcome.

THE NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS, 1971 and INDEX 1970-1971, compiled by the Library of Congress. (Washington: The Library of Congress, 1973. xxv, 722 pp. $50.00.)

It almost seems superfluous to be reviewing this tenth volume for archivists who loook on NUCMC as an old and trusted friend, but it is important to note the appearance of yet another monumental volume in this series of inestimable worth. Mrs. Arline Custer again should be congratulated by scholars and archivists alike for continuing to publish these volumes with regularity and accuracy.

Like its predecessors the book continues to list and describe collections--2,044 in this volume--in the first section and the remainder contains a general index of names and subjects in both the 1970 and 1971 volumes and a repository index listing collections by library. Forty-six new institutions contributed to this book--a fact which bodes well for the continued vitality of this cooperative project. The universal budget squeeze has made itself felt and noticeable in volume ten as well--half of the catalog entries are reproduced in typescript instead of the customary letterpress and the index is now in four columns instead of the more spacious three. These facts do not intrude--what counts is the quality of the reporting and the tenth volume promises to be as indispensable for reference and research as its predecessors.

My only quarrel with the format is the inconvenient approach to indexes. Already scholars and librarians must check many volumes in looking for material and the problem will only be compounded as the series increases. Hopefully a real cumulative index will be planned--in fifteen-or-twenty-year periods perhaps. I do not mean to sound ungrateful, however, for this wealth of information the Library of Congress is superbly providing, but such an index would make the material much easier to mine.

Nancy G. Boles
Maryland Historical Society

A GUIDE TO THE CARE AND ADMINISTRATION OF MANUSCRIPTS, by Lucile M. Kane. (Nashville, Tennessee: American Association for State and Local History, 1972. 74 p. $2.80.)

Ms. Kane is Curator of Manuscripts at the Minnesota Historical Society. Her guide (this is the second printing of the second edition) is directed toward custodians of manuscripts rather than archivists, although of course much of the information is applicable to both groups. The volume is divided into six sections, each representing one of the steps in processing manuscripts: establishing the first controls; organizing the collection; sorting; evaluation; preservation; and cataloging. A nine-page bibliography completes the book. This small volume is an excellent guide for the neophyte as it covers both principles and procedures; Kane stresses respect for the integrity of the collection as well as consideration for the user and gives some example of how collections at the Minnesota Historical Society have been organized. In the section on evaluation she gives some criteria for disposal of historical manuscripts, noting that manuscript curators have not in the past developed such standards but that they are now, like archivists, "driven by necessity." Her approach to preservation is generally sensible, but her advice should not be followed religiously as she is not entirely up-to-date. Hunt Institute's conservator and bookbinder, Jean Gunner, notes that Kane says nothing about testing inks before the lamination and humidification processes--one might find oneself with a nicely laminated or humidified but, alas, blank sheet of paper. For the removal of tape, it is now thought that a fume hood is necessary rather than just a well-ventilated room, especially when carbon tetrachloride is used. Most solvents which would be used to remove tape also require a neutral agent afterwards, which Kane doesn't mention. Lamination is not, as the guide makes it, an answer to problems--its long-range effectiveness is uncertain. Instead, Jean recommends lumerith or mylar envelopes, although slightly more expensive, for fragile items and items which cannot be deacidified in the only known stable deacidifying process, the Barrow aqueous method. For institutions that cannot afford a PH meter to test paper for acidity, Jean recommends Barrow Laboratory's spot-testing kit, which costs about $5. Also good are EM Reagents, which are nonbleeding colored strips available for $1 per one hundred strips from EM Labs, 500 Executive Blvd., Elmsford, N.Y. 19523.

Kane notes in her preface that monetary evaluation of manuscripts, problems of literary copyright, and automatic data retrieval are three subjects not treated in this volume as they "have not yet been adequately treated in professional literature." She has added some works dealing with these subjects to the bibliography, but it would have been helpful if she had included at least some brief discussion in the text.

Abby Levine
Hunt Institute for Botanical
Documentation

. . . continued from page 2

by getting a hotel and a meeting started in Charlottesville. Consider that they might not have been able to do so on such short notice.

This is not to say that Philadelphia and Charlottesville are poor choices. There are highly motivated professionals with strong institutional backing in both cities. However, there are other considerations. There is the matter of alternate site planning north-south and east-west. MARAC cannot stay on the Metroliner tracks without eventually alienating Charlottesville, Pittsburgh, and Buffalo; to say nothing of the state capitols of Richmond, Charleston, Harrisburg, Albany, and many university archives. Hotels gotten well enough in advance will be the least expensive. It is quite possible, for example, given enough lead time, we could find accomodations in New York or Atlantic City at our accustomed prices. Then there are the matters of good meeting rooms, opportunities for tours to local institutions, and selecting just the right weekend when the hotel manager would be most likely to satisfy our whims. But that is not the whole story.

Long-range planning should include subject programming as well as physical arrangements. The historical and institutional qualities of a selected city inevitably should inspire our workshop themes and the complementary tours to them. These ideas could be passed on to the local people of that city, who would work out the details. This year's programs committee was hampered in that respect because it had no members from Philadelphia. Therefore, the program will probably reflect regrettable oversights, simply because the committee was not completely familiar with local talent. Furthermore, we hardly have any time left over for tours. Philadelphians, as our hosts, would not have made such an oversight.

We propose, therefore, a Planning Committee comprised of nine members, with tenure of five years, staggered for continuity. This Planning Committee shall exist in order to expedite the grander plans of the Steering Committee. The committee should be composed of one-third membership from the present Steering Committee, one-third from former MARAC officers, and one-third appointed from the general membership. The selection ought to reflect a broad geographical spectrum as well as the spread of interests in the general membership. Basically, its duties would be selection of sites, negotiations with hotels, and mapping out general program themes. The general membership and the Steering Committee would be left with plenty of time to evaluate the work of the Planning Committee.

Complementing the Planning Committee would be a Local Committee, merging the former duties of local arrangements and program arrangements. Though a "standing committee", it would be reconstituted each meeting at the site of the meeting, thereby creating an infusion of a fresh viewpoint and taking advantage of the familiarity with local talent. Such a committee, comprised of twelve to fifteen persons from the local area, could mobilize the local expertise, and use them as teachers, tour guides, and local consultants. Areas without the high concentrations of talent found in such places as Philadelphia, New York, and Washington, could draw from nearby neighbors.

MARAC by-laws fully sanction this plan. The Steering Committee has the authority to appoint both a Planning Committee and a Local Committee. Or, these committees can be created at the request of one-fifth of the general membership--about 53 persons. The mid-atlantic archivist urges that these committees be appointed at the soonest possible opportunity--Philadelphia, General Meeting, Friday, October 12, 1973.

MORE ON S-1293

South Carolina Department of Archives and History
1430 Senate Street
Columbia, S.C.

July 6, 1973

"Ms. Elsie F. Freivogel
Assistant Curator of Manuscripts
Archives of American Art
Washington, D. C. 20560

Dear Elsie:

I do thank you for your letter of June 19 enclosing MARAC's letter to Senator Ervin endorsing S1293. This is very helpful. In my talk to various people on the hill I have emphasized that the professional societies are behind the bill -- that our support is intelligent, informed, influential, and widespread. It's good for Senator Ervin to be presented with evidence that I am telling the truth . . .

Sincerely yours,

Charles E. Lee
Director"

UNITED STATES SENATE

July 10, 1973

"Peter Silverman, Steering Committee
Chairman - MARAC
Paley Library - Temple University
Philadelphia, Pennsylvania 10122

Dear Mr. Silverman:

Thank you for the copy of the letter endorsing the National Historic Records Act (S.1293) that you sent to Senator Ervin, Chairman of the Senate Government Operations Committee.

The support of the Mid-Atlantic Regional Archives Conference is greatly appreciated. The conference's endorsement contributes significantly to the effort to insure swift enactment of this most important legislation.

With best wishes to you and the other members of MARAC, I am

Sincerely,

EDWARD D. BROOKE"